

CAFSACTL	ACTIVITY LIST	05/09/2011	9:14
USER ID : CS4566		PAGE:	1
CAPS ID : 00002096	00	NAME: ANDREASEN, JESSICA	
TO SELECT, ENTER I=INQUIRE OR M=MODIFY OR D=DELETE			
START FROM:	END FROM:	ACTIVITY TYPE:	
SEL	DATE	ACTIVITY TYPES	GOAL CODES
—	05/09/2011	COR	PER
		ENTERED BY	CS4566
			PATH: █

A change has been made to the activity screens in CAPS. The detail screen is now pageable, allowing multiple pages of comments for each activity entry. The functionality of ACTL and ACTD has not changed:

- 1) Activities will be protected seven days after entry and can only be modified or deleted by your supervisor after that time.
- 2) Activities can be copied to additional family members on RELL by pressing F10.
- 3) Assigned workers will receive an alert if another worker enters activity details for their client.

On ACTL, in order to add an activity, press F11 to access ACTD.

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CAFSACTD          ACTIVITY DETAIL          05/09/2011    9:18
USER ID : CS4566   MODIFY          ACTIVITY:    1
CAPS ID : 00002096    00   NAME: ANDREASEN, JESSICA
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DATE OF ACTIVITY: 05/09/2011    ACTIVITY TYPE: COR
ENTERED BY      : CS4566        PURPOSE(S)   : DPT
                                GOAL(S)      : PER
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SUMMARY:  UNDER SECTION 5.11 OF THE CHILD AND ADULT PROTECTIVE SERVICES (CAPS)
          PROJECT REQUEST FOR PROPOSAL, NORTHROP GRUMMAN IS REQUIRED TO CONDUCT AND
          DELIVER AN ANNUAL TRAINING NEEDS SURVEY AND ASSESSMENT.  IN COMPLIANCE WITH
          THIS REQUIREMENT, NORTHROP GRUMMAN HAS COMPILED THIS DOCUMENT, WHICH EVALUATES
          PAST TRAINING ACCOMPLISHMENTS AND METHODS, THE CURRENT NEEDS OF SYSTEM USERS,
          AND ANY KNOWN FUTURE CONDITIONS THAT MAY IMPACT THE USERS AND THE SYSTEM
          TRAINING THEY RECEIVE.  ALSO DISCUSSED ARE NEW POSSIBILITIES AND SUGGESTIONS
          FOR TRAINING IN THE NEXT YEAR AND NORTHROP GRUMMAN'S RECOMMENDATIONS ON HOW
          BEST TO MEET THESE TRAINING NEEDS.  THIS YEARLY TRAINING NEEDS ASSESSMENT IS
          AN INVALUABLE TOOL THAT CAN BE USED TO MAINTAIN A RELEVANT, EFFECTIVE TRAINING
          PROGRAM FOR ALL CAPS AND OPM (OPERATION PROTECT MONTANA) USERS.
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SHIFT+F2=ACT2

PATH:

ACTD has not changed with the exception of a new field in the bottom left corner of the screen which displays SHIFT + F2 = ACT2. In order to access ACT2, comments must initially be entered on ACTD.

Once ACTD is full, press ENTER to update and then press SHIFT + F2 to access ACT2 where you can continue with your comments.

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CAFSACT2          ACTIVITY DETAIL 2          05/09/2011    9:18
USER ID : CS4566   MODIFY          PAGE NO:    1    MORE
CAPS ID : 00002096    00    NAME: ANDREASEN, JESSICA
```

```
DATE OF ACTIVITY: 05/09/2011    ACTIVITY TYPE: COR
ENTERED BY      : CS4566        PURPOSE(S)   : DPT
                                GOAL(S)       : PER
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SUMMARY:  NEW EMPLOYEE TRAINING IS CURRENTLY DIVIDED INTO FIVE SEPARATE
MODULES:  CPS SPECIALIST (INTAKE AND INTERVENTION), PROVIDER LICENSING,
JUVENILE PROBATION AND PAROLE, CENTRALIZED INTAKE, AND TRANSITIONAL LIVING
SPECIALIST.  SUBSECTIONS 2.1 THROUGH 2.5 DETAIL THE SPECIFICS OF EACH NEW
EMPLOYEE TRAINING MODULE.  APPENDICES C, D, E, F AND G DETAIL THE CURRENT
COURSE AGENDAS FOR EACH MODULE. NEW EMPLOYEE TRAINING CONSISTS OF LECTURES,
POWERPOINT PRESENTATIONS, LIVE SYSTEM DEMONSTRATIONS AND HANDS-ON EXERCISES.
ALL TRAINEES ARE EXPECTED TO REVIEW A PRE-TRAINING GUIDE THAT IS DISTRIBUTED
NO LATER THAN TWO WEEKS PRIOR TO THEIR SCHEDULED TRAINING SESSION.  THIS
PRE-TRAINING GUIDE CONTAINS BASIC CONCEPTS USED THROUGHOUT THE CAPS SYSTEM AND
IS INTENDED ONLY AS AN INTRODUCTION TO CAPS, HELPING WORKERS TO GAIN AN
UNDERSTANDING OF THE FUNCTIONAL FOUNDATION ON WHICH THE CAPS SYSTEM IS BUILT.
APPENDIX H CONTAINS THE PRE-TRAINING GUIDE THAT TRAINEES RECEIVED DURING THE
2010 TRAINING YEAR AND WILL CONTINUE TO RECEIVE DURING THE 2011 TRAINING YEAR.
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PATH: █
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On ACT2, the DATE OF ACTIVITY, ENTERED BY, ACTIVITY TYPE, PURPOSE(S) and GOAL(S) are defaulted from ACTD and are protected. If this information has to change, it must be done on ACTD.

Once ACT2 is full, if you must enter additional comments, press F11 and a second page of ACT2 will be displayed. You can continue pressing F11 as many times, for as many pages, of ACT2 as you need. Once updated, multiple pages of ACT2 can then be accessed by pressing the F7 (backward) and F8 (forward) keys. The MORE indicator in the upper right corner of the screen identifies if there is another page of ACT2. If you do not see the MORE indicator, then you are on the last page.

If you are on page one of ACT2 and you want to return to ACTD, press F2. From ACTD, if you press F2 you will return to ACTL.